

HUMAN RESOURCE (RECRUITMENT) INTERNSHIP

DEFINITION

This is entry-level professional work participating in the operation of human resources and personnel units with emphasis in recruitment and affirmative action/diversity programs.

This description may not include all of the duties, knowledge, skills, or abilities associated with this classification.

EXAMPLES OF WORK

1. Receives formal and/or on-the-job training in areas such as recruitment, human relations policies, legal theories of discrimination, and investigative techniques.
2. Assists in evaluating and monitoring agency facilities to assure that services are provided to all clients without regard to race, color, religion, national origin, ancestry, sex, age or disability in accordance with federal and state law; participates in periodic on-site reviews.
3. Contacts minority and women's organizations and recruiting/referral agencies to disseminate job opportunity information to minority and women's groups, which may include participating in minority or specialty career fairs or events throughout the state.
4. Assists in eliciting help/participation in developing effective human relations programs.
5. Assists in the development and implementation of agency equal employment opportunity and affirmative action policies and procedures to assure compliance and prevent discrimination.
6. Receives close supervision from a designated supervisor; as the employee becomes more experienced and demonstrates proficiency, the level of supervision becomes more general.
7. Performs other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Introductory knowledge of individual and group behavior, with special emphasis on cultural diversity and attitudes involved in racial or ethnic relations.
- Introductory knowledge of recruitment and selection processes.
- Introductory knowledge of federal and state civil rights laws, statutes and regulations.
- Introductory knowledge of the principles and techniques of investigation, interviewing and negotiation.
- Introductory knowledge of the principles and practices of personnel administration.

- Introductory knowledge of current social, economic and related areas pertaining to the field of human relations.
- Ability to prepare comprehensive reports and to communicate clearly and effectively.
- Ability to operate a personal computer/computer terminal and other standard office equipment.

REQUIREMENTS

Must be over 18 years old and currently enrolled in an accredited four year college or university with a minimum of 6 earned credit hours in one or a combination of the following: Public, Business or Personnel Administration, Social Sciences, or a closely related field.

Send Resume to:

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